

SPAWARINST 4210.1A
SPAWAR 09E
20 May 2002

SPAWAR INSTRUCTION 4210.1A

From: Commander, Space and Naval Warfare Systems Command

Subj: SLATING BOARD FOR SPAWAR ACQUISITION PROFESSIONAL MAJOR
ASSIGNMENT POSITIONS

Ref: (a) SECNAVINST 5300.36

Encl: (1) Slating Process
(2) Sample Solicitation/Application/Requirements of
Candidates for SPAWAR Deputy Program Manager
(3) Sample Proceedings Charter
(4) Sample Signature Page
(5) Sample Nomination/Notification

1. Purpose. To provide guidance and assign responsibilities for the slating of the best qualified candidates for acquisition workforce major assignment positions within the Space and Naval Warfare Systems Command (SPAWAR).

2. Cancellation. SPAWARINST 4210.1.

3. Background. The selection and assignment of the best-qualified candidates, military and civilian, to senior critical acquisition positions and major shore commands are basic to the successful accomplishment of the SPAWAR mission. Reference (a) provides policy and procedures for designation/certification, assignment, and tenure of acquisition professionals within the acquisition work force. These policies and procedures must be strictly adhered to. Enclosure (1) provides a suggested timeline for the slating process. Enclosure (2) includes a sample application to be submitted by both military and civilian personnel. Military applicants must include a current biography and OSR/PSR. Enclosure (3) provides a basic outline for the subject board precepts and includes supplemental guidance on minorities and women in the Navy. Enclosure (4) provides a sample signature page assuring confidentiality of board proceedings.

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4. Action. The SPAWAR Flag Admin/MilPers Officer (SPAWAR 09E/09M) shall be the overall coordinator for the SPAWAR slating process and will be assigned as the senior recorder. SPAWAR 09E shall:

a. Schedule the SPAWAR Slating Board for the month required.

b. Solicit Flag/General and Senior Executive Service (SES) slating board membership.

(1) The board should include a minimum of three members, of which one should be a civilian.

(2) Unanticipated vacancies shall be slated by reconvening the board as necessary.

c. Identify slating requirements for the 18-month period following the month the board was held. Recommend adjustment of rotation dates when necessitated by milestone timing.

d. Advertise billet vacancies and solicit applications via letter to all SYSCOMs, the AEDO and EDO community managers/detailers, all URL detailers, DACM, and HRC.

e. Review the qualifications of all applicants per reference (a) to ensure applicants are eligible for positions prior to convening the board.

f. Ensure board spaces are reserved, and a recorder is assigned and trained, and all applicable official records will be available for board member review.

g. Following board adjournment, prepare a briefing of the board results for COMSPAWAR, following board adjournment.

h. Prepare a COMSPAWAR brief for the Acquisition Workforce Oversight Council (AWOC) as necessary.

i. Prepare nomination/notification letter for COMSPAWAR signature and submission to the AWOC.

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5. The selection and assignment of the very best qualified personnel available to senior acquisition and command positions are vital to the accomplishment of the SPAWAR mission. Full compliance with and support of the slating process are essential.

/s/
K. D. SLAGHT

Distribution:

PEO IT WASHINGTON DC

SNDL C81 (SHORE BASED DETACHMENTS, SPAWARSYSCOM)
FKA1B (SPACE AND NAVAL WARFARE SYSTEMS COMMAND)
FKA1B1 (SPACE AND NAVAL WARFARE SYSTEMS CENTER,
FACILITY AND ACTIVITY)
FKA1B2 (SPAWARSYSCOM INFORMATION TECHNOLOGY CENTER)

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SLATING PROCESS

<u>Action</u>	<u>Recommended</u>
Identify Slating Requirements	12 months prior to required fill date.
Letter Advertising Requirements	9 months prior to required fill date.
Screen Applications/Review Records	1 week prior to board.
Precepts Signed	Prior to board.
Brief Board Chairman	Prior to board (nominally 2-3 days prior).
Conduct Slating Board	As scheduled.
Conduct Outcall/Board Signatures	Adjourn date plus one.
Prepare AWOC/required notifications.	Adjourn date plus two.
Notify Detailers	By AWOC (or by SPAWAR for non-ACAT I/II PM's)

- SAMPLE -

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5300
Ser 09E/
(date)

From: Commander, Space and Naval Warfare Systems Command
To: Distribution

Subj: SOLICITATION OF CANDIDATES FOR SPAWAR DEPUTY PROGRAM
MANAGER, XXX (PMW XX)

Ref: (a) SECNAVINST 5300.36

Encl: (1) Major Assignment Billet Information Sheet
(2) Civilian Candidate Application
(3) Military Candidate Application

1. The position of Deputy Program Manager, XXX Program Office, an ACAT I program, is scheduled for slating in mid-November 2001 and for assignment in November/December 2001. The purpose of this letter is to solicit candidates from the Department of the Navy Officer and Civilian Community for review by the slating panel. The function of the slating panel is to recommend candidates for the specific position described in enclosure (1).

2. Reference (a) contains statutory requirements for certain senior critical acquisition positions. Applicants for this position should be at the rank of Commander or DP-IV. This position is physically located at 4301 Pacific Highway in San Diego, California.

3. Qualified personnel are required to complete and forward enclosure (2) or (3) to Mr. Jeffrey Lauff no later than 14 November 2001. In addition to the application, candidates are requested to send, as part of the package, any fitness reports, OSRs, letters of recommendation, civilian evaluation copies, or any other information that would be relevant in supporting selection for the position. Applications can be mailed to CDR Lauff's attention at Space and Naval Warfare Systems Command,

Enclosure (2)

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Subj: SOLICITATION OF CANDIDATES FOR SPAWAR DEPUTY PROGRAM
MANAGER, XXX (PMW XX)

4301 Pacific Highway, San Diego, CA, 92110-3127; faxed to (619) 524-2133 (DSN 524); or emailed to lauffj@spawar.navy.mil. Mr. Lauff can also be reached by phone at (619) 524-3300, to answer questions. Applications received as a result of this announcement will be used to develop a slate of qualified acquisition professionals for the position available.

(signed)
By direction

Distribution:

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(PERS-41, 42, 43, 44, 445, 446, 447, 449, 4419)
Defense Acquisition Community Manager

Enclosure (2)

- SAMPLE -

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**MAJOR ASSIGNMENT
BILLET INFORMATION SHEET**

DATE: (date)

ACQUISITION COMMAND: SPAWARISYSCOM
BILLET ORG CODE: PD 17 UIC: 42200
BILLET TITLE: MAJ PJ MGR SEL/PROJ MGR BSC: 53010
SUBMARINE COMM PROGRAM BIN: 0080361

INCUMBENT:

NAME: CAPT DENNIS G. MURPHY
DESIG/GRADE: 1120G PRD: 9607
REPORTED: 920629

BILLET:

DESIG/GRADE: 1120G SUBSEPC REQ: 0066P

EDUCATION: A masters degree in communications systems or
electrical engineering

RESPONSIBILITIES:

PERSONNEL: 5 MILITARY 19 CIVILIANS

BUDGET: \$87-120M

MISSION: Performs acquisitions management for assigned
submarine communications systems and equipment which includes
execution, planning, direction, and control of these programs.
There are no currently active 1 ACAT II, 7 ACAT III, 3 ACAT IV
and 2 NON-ACAT programs within the Program Office. PMW 173 also
provides acquisition and engineering support to related
submarine shipbuilding programs in other Systems Commands and
PEOs.

NEXT MAJOR MILESTONE:

II: Milestone is for the development of the Rapid
Prototype of the submarine High Data Rate System 9ACAT III).

III: Milestone is for the development of Production of the
Submarine Baseband Switch System (ACAT IV).

Enclosure (2)

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**Civilian Candidate Application
For Senior Critical Acquisition Positions
SPAWAR and PEO-SCS**

Name: _____ SSN: _____

Current Series/Grade: _____

Date of Birth: _____

Promotion History (date promoted):

SES: _____ GM-15: _____ GM-14: _____ GM-13: _____

Current Organization and Code: _____

Date of Assignment to Current Position (Mo/Yr): _____

Current Phone Number: (Work) _____ (Home) _____

Position(s) you are applying for (enclosure (1)):

APC Member: Yes _____ No _____

PMT 301: Yes _____ No _____ Date Completed: _____

PMT 302: Yes _____ No _____ Date Completed: _____

PMT 303: Yes _____ No _____ Date Completed: _____

Number of Years Acquisition Experience: _____

Total Number of Years Acquisition Experience: _____

Program Office Experience: _____

Critical Acquisition Experience: _____

I understand a tenure agreement is required for the above critical acquisition position(s) and agree to execute one on or before assignment into the position if selected.

Signature

Date

Enclosure (2)

Qualifications Resume

Education: List each degree received

University/College: Year graduated

Degree/Discipline:

Other Acquisition-related Training (40 hours or longer):

<u>Course Title</u>	<u>Length</u>	<u>Year</u>	<u>School</u>
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Acquisition Career Field Certification:

Primary: Level:

Subsidiary: Level:

Recognition and Awards:

<u>Title of Award</u>	<u>Year Received</u>
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Publications/Patents:

Employment Chronology:

<u>Dates (Mo/Yr)</u>	<u>Position Title/Series/Grade</u>	<u>Organization</u>
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Duties: (indicate function and products; e.g., Deputy Director of Area ASW Systems Division, APM for Support Subs/Special Warfare)

Performance Ratings for the last five years:

Briefly describe major managerial and technical competencies specific to the positions (s) for which you are applying:

Signature

Date Submitted

Enclosure (2)

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**Military Candidate Application
For Senior Critical Acquisition Positions
SPAWAR AND PEO-SCS**

Name/SSN/Desig: _____

Current Organization/Code: _____

Current Position: _____

Work Phone Number: _____

Position(s) you are applying for, from enclosure (1):

Chronology of Acquisition Experience:

Dates	Activity	Assignment
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Total Number of Years Acquisition Experience: _____

Program Office Experience: _____

Critical Acquisition Position Experience: _____

APC Member: Yes _____ No _____ Date: _____

PMT 301: Yes _____ No _____ Date Completed: _____

PMT 302: Yes _____ No _____ Date Completed: _____

PMT 303: Yes _____ No _____ Date Completed: _____

Command Screening:	MPM	Yes/No
	Major Shore	Yes/No

Other:

Signature

Date Submitted

Enclosure (2)

**Statutory Requirements for ACAT I/II
Program Manager/Deputy Program Manager Positions**

**(Please visit DACM website for detailed information)
(<http://dacm.secnav.navy.mil/awoc>)**

1. Acquisition Category (ACAT) I PM Positions (includes DRPM positions)

a. Completion of the Program Management Course and scheduled for either the Advanced Program Management Course and the Executive Program Management Course within 18 months of assignment.

b. Eight years of acquisition experience of which five were in a systems program office or similar organization.

c. APC Member.

2. ACAT I DPM Positions (includes Deputy Direct Reporting Program Managers (DDRPM)).

a. Completion of the Program Management Course and scheduled for either the Advanced Program Management Course and the Executive Program Management Course within 18 months of assignment.

b. Six years of acquisition experience of which two were in a systems program office or similar organization.

c. APC Member.

3. ACAT II PM Positions

a. Completion of the Program Management Course and scheduled for either the Advanced Program Management Course and the Executive Program Management Course within 18 months.

b. Six years of acquisition experience.

c. APC Member.

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4. ACAT II DPM Positions

a. Completion of the Program Management Course and scheduled for either the Advanced Program Management Course and the Executive Program Management Course within 18 months.

b. Four years of acquisition experience.

c. APC Member.

5. Major Program Manager

a. Completion of the Program Management Course and scheduled for either the Advanced Program Management Course and the Executive Program Management Course within 18 months.

b. Four years of acquisition experience.

c. APC Member.

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5300
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(date)

MEMORANDUM FOR CHAIRMAN, SPACE AND NAVAL WARFARE SYSTEMS
COMMAND ACQUISITION PROFESSIONAL MAJOR ASSIGNMENT
SLATING PANEL

Subj: CHARTER FOR THE ESTABLISHMENT AND PROCEEDINGS OF THE
SPAWAR ACQUISITION PROFESSIONAL SLATING PANEL FOR
DEPUTY PROGRAM MANAGER, XXX PROGRAM OFFICE (PMW-XX)
VACANCY

Ref: (a) SECNAVINST 5300.36

Encl: (1) Board Membership
(2) APC Billets
(3) Supplemental Guidance

1. In accordance with reference (a), the Space and Naval Warfare Systems Command (SPAWAR) Acquisition Professional (AP) Major Assignment Slating Panel, consisting of yourself as senior member and the members listed in enclosure (1), are directed to convene at Space and Naval Warfare Systems Command, on or about 20 December 2001, to consider candidates for the position listed in enclosure (2).

2. The function of the panel is to recommend the best-qualified civilian and military personnel for the specific major program listed in enclosure (2). You shall carefully consider the application of every candidate whose name is furnished, and provide ranking of those recommended for the position. Care must be taken to ensure candidates for major programs have been appropriately screened.

3. The panel shall provide a recommendation as to which candidates they consider best qualified for the position, in priority order. In no case, however, will an unqualified candidate be recommended.

4. In assessing qualifications, you should consider that a balance of skills and experience among our screened AP members is the key to maintaining our ability to meet mission requirements. All candidates should have demonstrated the ability to provide the requisite leadership of large and complex

Enclosure (3)

Subj: CHARTER FOR THE ESTABLISHMENT AND PROCEEDINGS OF THE
SPAWAR ACQUISITION PROFESSIONAL SLATING PANEL FOR
DEPUTY PROGRAM MANAGER, XXX PROGRAM OFFICE (PMW-XX)
VACANCY

organizations or acquisition programs. They should have the knowledge and experience base in acquisition, engineering, maintenance, and/or fleet support, commensurate to the specific position for which they are being recommended.

5. A report of the panel shall be forwarded in writing to Commander, Space and Naval Warfare Systems Command by the recorder. The report will indicate the ranking of candidates by name and grade, with up to four nominees. The report shall certify that the panel has complied with all instructions contained in the charter. Additionally, the report of the panel shall certify the panel has carefully considered the record of each candidate whose name was furnished to the panel and that, in the opinion of a majority of the members of the board, the candidates ranked by the board are fully qualified for the specific position for which they are being considered. Except as authorized by the Chairman of the panel, no person shall disclose the proceedings of the panel.

6. Enclosure (3) provides supplemental guidance.

(signed)
By direction

Copy to:
(Chairman)
Mr. X
Mr. Y
Recorder

Enclosure (3)

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**SPAWAR ACQUISITION PROFESSIONAL
MAJOR ASSIGNMENT SLATING PANEL MEMBERSHIP**

(date)

Senior Member/Chairman

RADM W

Members

Mr. X

Mr. Y

RECORDER

Mr. Z

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SPAWAR BILLET VACANCY

BILLET: DEPUTY PROGRAM MANAGER, XXX (PMW-XX)

Enclosure (3)

SUPPLEMENTAL GUIDANCE

1. The Chairman of the panel shall administer the following oath or affirmation to the Recorder and Assistant Recorders:

"You, and each of you, do solemnly swear (or affirm) that you will keep a true record of the proceedings of the panel, that you will not divulge the proceedings of this panel except as authorized or required by the Chairman of the panel. So help you God."

The Recorder shall then administer the following oath or affirmation to the members of the panel:

"You, and each of you, do solemnly swear (or affirm) that you will perform your duties as a member of this panel without prejudice or partiality, and that you will not divulge the proceedings of this panel except as authorized or required by the Chairman of the panel. So help you God."

2. The Department of the Navy is dedicated to equality of treatment and opportunity for all personnel without regard to race, creed, color, sex or national origin. Aggressive commitment to equal opportunity is critical to board proceedings and eventual selection of the best-qualified candidate.

3. Any panel member who believes that he cannot, in good conscience, perform his duties as a member of the panel without prejudice or partiality has a duty to request relief by the chartering authorities from such duty. Such a request will be honored. Any panel member who believes that the integrity of the panel's proceedings has been adversely affected by improper influence of superior military or civilian authority, misconduct of the panel Chairman or a member, or any other reason, has a duty to requires relief of his obligation from the chartering authorities, and upon receiving it, to report the basis for his belief to that authority.

-SAMPLE-

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(date)

FOR OFFICIAL USE ONLY - PERSONNEL SENSITIVE

MEMORANDUM FOR COMMANDER, SPACE AND NAVAL WARFARE
SYSTEMS COMMAND

Subj: RESULTS OF 20 DECEMBER 01 SPAWAR SLATING PANEL

Ref: (a) COMSPAWAR memo 5300 of 20 Dec 01

Encl: (1) PMW-XX applicants
(2) Report of SPAWAR Slating Panel Membership

1. As directed in reference (a), I chaired the SPAWAR Slating Panel on 20 December 01 to review candidates for (1) DEPUTY PROGRAM MANAGER, XXX (PMW-XX). Results of the Panel are provided in enclosure (1). Individuals recommended for the position are place in rank order with primary nominee (best qualified) identified first. Enclosure (2) is the report of the SPAWAR Slating Panel membership.

2. The Slating Panel carefully reviewed each record and has selected an individual that meets all requirements for PMW-XX Deputy Program Manager. After deliberations of the records and the performance of the individuals applying for the position, the individual recommended for this position is considered best qualified.

3. Final selection of Program Manager, PMW-XX, is now required by COMSPAWAR. Should a deviation from the primary recommendation for PMW-XX be recommended to the AWOC, written justification must accompany the recommendation.

(signed)
Rear Admiral, U.S. Navy

Enclosure (4)

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FOR OFFICIAL USE ONLY - PERSONNEL SENSITIVE

RESULTS OF SPAWAR SLATING PANEL FOR DEPUTY PROGRAM MANAGER, XXX
(PMW-XX)

Recommendation for Selection:

Primary -

Secondary -

Applications reviewed:

REPORT OF SPAWAR ACQUISITION
PROFESSIONAL MAJOR PROGRAM

SLATING PANEL MEMBERSHIP

The board met at 1000-1100 on 20 December 01 pursuant to the charter of the Commander, Space and Naval Warfare Systems Command to review candidates for

(1) DEPUTY PROGRAM MANAGER, XXX(PMW-XX)

I, the undersigned, hereby certify that:

To the best of my knowledge the panel complied with all instruction contained in the charter, and as appropriate, other letters of guidance or instructions provided by the Commander, Space and Naval Warfare Systems Command:

I was not subject to or aware of any censure, reprimand, or admonishment about the recommendations of the panel or the exercise of any lawful function within the authorized discretion of the panel;

I was not subject to or aware of any attempt to coerce or influence improperly any action in the formulation of the panel's recommendations;

To the best of my knowledge, the panel carefully considered the records of each civilian whose name was furnished to the panel; and

The civilians for this position are, in the opinion of the members of the panel, best qualified in ranked order based on the needs of the Navy among those civilians whose names were furnished to the panel.

At 1100, 20 December 01, the panel adjourned.

Rear Admiral, U.S. Navy
Chairman

Mr X
SES-5
Member

Mr Y
SES-4
Member

Mr Z
DP-IV
Recorder

Enclosure (4)

-SAMPLE-

SPAWARINST 4210.1A
20 May 2002

1200
Ser 09E/
(date)

From: Commander, Space and Naval Warfare Systems Command
To: Assistant Secretary of the Navy (Research, Development
and Acquisition)
Via: Director, Acquisition Career Management

Subj: NOMINATION FOR DEPUTY PROGRAM MANAGER, XXX (PMW-XX)

Encl: (1) Billet Information Sheet and Nomination Matrix
for Deputy Program Manager, XXX Program

1. Enclosure (1) identifies a Deputy Program Management position which requires fill by January 2002. A SPAWAR Flag Slating panel met on 20 December 2001 and reviewed the personnel records of the qualified applicants for this critical acquisition billet. The panel's first choice for Deputy Program Manager for the XXX Program (PMW-XX) is Ms. Y. Ms. Y is currently assigned to SPAWARSYCOM, meets all statutory requirements, and is available for this assignment. Accordingly, as a category 2 acquisition workforce assignment, I have selected Ms. Y as the Deputy Program Manager for XXX (PMW-XX).

2. My point of contact is Mr. Jeffrey Lauff, who can be reached at (619) 524-3300 or DSN 524-3300.

K. D. SLAGHT

Enclosure (5)

NOMINATION MATRIX FOR ACAT I & II DPMs

BILLET TITLE AND GRADE: DEPUTY PROGRAM MANAGER, XXX (PMW-XX)

INCUMBENT: VACANT

ACAT: 1

<u>CANDIDATES FULL NAME</u> RANK/GRADE – SSN PRESENT POSITION (YY/MM) DESIGNATOR/OCCUPATIONAL SERIES	<u>EDUCATION</u> YEAR DEGREE & FIELD INSTITUTION	<u>RELEVANT EXPERIENCE*</u> WITH DATES (YY/MM) * (UNDERLINE EXPERIENCE COUNTED AS ACQUISITION)	<u>APC MEMBER</u> Y/N	<u>PMT-301</u> Y/N YEAR	<u>PMT-302</u> Y/N YEAR	<u>PMT-303</u> Y/N YEAR	<u>WAIVER REQUIRED</u> (E, T, A OR N)
		REQUIRED: ACAT I DPM: 6 YRS ACQ EXP - 2 YRS IN PROG OFC OR SIMILAR ORGANIZATION ACAT II DPM: 4 YRS ACQ EXPERIENCE	REQUIRED	MUST HAVE MET PMT 301 OR PMT-302. ALL NEW DPMs MUST TAKE PMT-303			E - EXPER T = TRAIN'G A = APC N = NONE